

PROJECT SAFE CABARRUS DIRECTOR/COORDINATOR

General Definition of Work:

Performs professional and administrative work in the Sheriff's Department coordinating community resources, committees, and agencies within Cabarrus County in the Project Safe Neighborhoods initiative. Work is performed under the supervision of the Sheriff.

Essential Functions:

- **Developing, administering, and monitoring project plans and activities.**
- **Ensuring program and grant objectives are met.**
- **Managing the Inmate Reentry program including program volunteers, background checks, and program scheduling and activities.**
- **Communicating with law enforcement agency's leadership, district attorney and NC Department of Public Safety/Adult Probation.**
- **Maintaining records and databases; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Typical Tasks:

- Prepares, reviews, and presents reports on research findings, project and grant activities, and crime statistics.
- Monitors project grants, activities, and expenditures for compliance with grant requirement.
- Develops and implements strategies and programs targeting violent offenders, at-risk youth, and gang members.
- Coordinates with the Division of Community Corrections to provide referrals and follow-through to offenders in the Project Safe Cabarrus Notification process.
- Coordinate with the Department of Juvenile Justice to identify youth and parent/guardian to participate in the Juvenile Notification process
- Works with law enforcement and community partners to establish gun crime priorities, identify trends in gun and gang violence, and coordinates community resource providers.
- Maintains procedures for communication, reporting, and contact tracking with law enforcement, schools, state agencies, and community members.
- Coordinates activities of the Project Safe Cabarrus executive committee, collaborative task forces, and community groups.
- Provides public awareness programs to citizen groups.
- Advices and provides technical assistance to , task force members, and partner agencies.
- Serves as liaison to NC Middle District and other Project Safe Neighborhood programs.
- Represents participating law enforcement agencies at Project Safe Neighborhood activities and other meetings as required.
- Assists in developing and managing the project budget and in establishing funding priorities.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of personal computers and electronic data processing, including MS Windows and MS Office Professional; of working knowledge of modern office practices, procedures, and equipment; and of project management and accounting principles and practices. Ability to research, compile, evaluate, and analyze financial, technical, and other data; to prepare and maintain accurate records and reports; to exercise independent judgment; maintain confidentiality; to communicate effectively orally and in writing; and to establish and maintain effective working relationships with associates, officials, and the general public.

Education and Experience:

Requires graduation from an appropriately accredited college or university with course work in business administration, public administration, criminal justice or related field and considerable project coordination or administrative experience. An equivalent combination of education and experience may be accepted.

Physical Requirements:

Sedentary work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching and fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of office machines, determining accuracy, neatness, and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina.

HR revised 2-12-14